

Grande Cay Architectural Change Request

This form must be completed & approved before any work begins.

Request for modifications or alterations to unit or landscaping

1. Is the modifications or alteration (to unit or landscaping) one of the following, if so attach the appropriate form for each of those selected below?
 - a. _____ AC compressor and/or line replacement
 - b. _____ Lanai window/screen installation and/or replacement (exterior of lanai)
 - c. _____ Front door replacement
 - d. _____ Screen door installation for the Front door
 - e. _____ Window installation and/or replacement
 - f. _____ Landscaping changes in courtyard area
 - g. _____ Other, then describe fully below. (If more space is needed, please attach)
2. Attach Copy of the Contract that includes Contractor specifications/drawings of the modifications/alterations, and a copy of the Contractor's License & Certificate of Insurance on which Grand Cay must be shown as additional insured.
3. Return this form and the information requested to:
Sutor, Middleton, Cox & Associates, Property Management
15751 San Carlos Blvd., Suite B
Fort Myers, FL 33908
Telephone: 239-438-4306: Fax: 239-437-5192

PLEASE NOTE: The Association Reserves the Right to Inspect the Project After Completion. If the Change, is Not as Described in this Document or Does Not Meet Grande Cay Specifications, Then the Owner is Obligated to Make the Appropriate Changes to Meet Those Specifications.

Owner's Name: _____ (please print) Date: _____

Unit Number: _____ Local Phone: _____ Cell Phone: _____

Owner's Signature: _____

BOARD REVIEW (Please print last name after the signature), two members must sign:

Signed: _____ Date: _____

Signed: _____ Date: _____

Approved: _____ Denied: _____

PROJECT REVIEW (after completion):

Project reviewed by: (Print & Initial) _____ Date: _____

Action (Check One): ____ Does, ____ Does Not meet Specifications

Action needed: _____